

Library Volunteer Job Description

Job Title: Shelving Assistant

Work Group: Customer Services

**Contact/
Supervisor:** Maynard Martinez – 526-7043

Duties: Preparing and/or shelving library materials by placing items in alphabetical and numerical order, including books, CDs, DVDs, videotapes, and audiotapes

Qualifications:

Attention to detail.

Ability to learn Dewey Decimal System and other systems of library classification.

Time needed: 4-6 hours/week

Training: Orientation to agency
On-the-job training with Supervisor or department staff

Importance of this volunteer job to our organization:

Our Library customers will be able to find the items they need when they are shelved promptly and accurately.